



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-85

Date: February 3, 2011

14 FAM 580 PERFORMING TRAVEL

Changes

1. 14 FAM 580, Performing Travel:

- **14 FAM 584.2-2, Separation from the Foreign Service, paragraph a:** Text was inadvertently missing from this paragraph when the subchapter was last revised under CT:LOG-77 on October 10, 2010. This paragraph now states: "When an employee is separated from the Foreign Service and qualifies for travel and shipment of effects in accordance with 3 FAM, the actual departure of the employee, the departure of the employee's family, and the transportation of all effects must not be deferred more than 12 months (*or 6 months if only domestic travel is involved*). The time limitation will be calculated from the employee's last day in pay status, unless an earlier or later limitation is specified in the travel authorization or the time limitation is extended. *Travel orders authorizing domestic-to-domestic moves are valid for an initial period of 6 months. They may be extended for an additional 6 months for a maximum of 12 months. Travel orders authorizing international moves are valid for an initial period of 1 year. They may be extended for an additional 6 months for a maximum of 18 months. Requests for extensions must be supported by a justification acceptable to the Office of the Executive Director of the Bureau of Human Resources.*"

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

3. Revisions appear in *italic* and *dark magenta*. Italic dark magenta provides a historical record of changes. New or substantially revised subchapters will not appear in italic dark magenta.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 580 (CT:LOG-77, 10-05-2010; 24 pages) and replace it with revised subchapter 14 FAM 580 (24 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-85 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/LM)